



Director Workforce Management

Branch: Workforce Management
Directorate: People and Culture
Position Number: 00025060
Classification: Level 8
Physical Location: Perth (William Street)
Award/Agreement: Public Service Award & Public Sector CSA Agreement 2024

Our purpose: Empowering a Thriving Community

The Department of Transport and Major Infrastructure (DTMI) together with Main Roads WA and the Public Transport Authority forms the Transport Portfolio. DTMI seeks to connect people and places to keep Western Australia moving towards a safer, healthier, and more sustainable future.

Join us and work in a role where you can bring your best self to work and leave work having been seen and heard, and able to contribute meaningfully to the communities throughout Western Australia. DTMI promotes a diverse workforce and embraces a high standard of equal opportunity, health and safety, and ethical practice. DTMI is a values-based organisation committed to empowering a thriving community.



Working **together**, we get things done.



Looking after **ourselves** and supporting **others**.



Always open to **possibilities**.



Taking ownership, we **deliver**.

Overview of the Directorate

People and Culture partners with the business to design, develop and implement strategies to attract, engage, and develop employees and build upon a thriving organisational culture.

We provide strategic advice, improve business practices, lead complex transformational projects and ensure compliance with relevant regulations and policies.

We focus our cultural transformation work on four key areas: accountability, collaboration, adaptability, and wellbeing.

We enable values driven leadership to leverage the talents and ambitions of our people to realise the Department's strategic priorities.

We provide the technology infrastructure to enable efficient and effective management of people processes and payroll.

We work innovatively while honouring our unique history – those things we do well which will hold us in good stead for the future. We build the future, right now.

Overall Purpose of the Role

The Director Workforce Management:

- is a member of the People and Culture Executive and People and Culture Leadership team ensuring integrated and strategically aligned business solutions and people outcomes.
- leads the development of contemporary, forward focused and innovative Workforce Management strategies to ensure the Department has the resources, capabilities and culture to meet current and future organisational goals.
- is responsible for the design, management and execution of the below functions.
 - Employee Relations
 - Industrial Relations
 - Recruitment
 - Work Design
 - HR Consultancy
 - Business Partnering

We recognise and nurture leadership in all contexts.

We consider all our people to be leaders, whether leading a team, a technical function or leading themselves. As such, we expect our people to adopt the expected behaviours and associated mindsets outlined in [Building Leadership Impact](#) and described fully in [Leadership Expectations](#).

The leadership context of this role is Multiple Area Leader. We provide opportunities to develop and mature your behaviours so you can have a greater leadership impact.

Work Description

Leadership and management

1. Leads and manages the Employee Relations, Recruitment and Business Partnering teams aligning key Workforce Management strategies, activities and initiatives to DoT's Strategic Intent and Business Area People Plans.
2. Leads and manages the delivery of tactical and strategic HR services and solutions in close collaboration with the broader P&C Directorate and Executive Leadership team.
3. Participates in and contributes to P&C business planning and policy development processes.
4. Coaches and empowers assigned teams to design, develop and implement strategies to attract, engage, and develop employees and build upon a thriving organisational culture.
5. Drives change to improve P&C service delivery, through data analytics and recommending appropriate strategies, process redesign and system enhancements.
6. Provides strategic advice to the Executive Director P&C, Corporate Executive and senior leaders on the development and management of people strategies to improve capability, culture and performance.
7. Develops the Department's workforce management expertise to deliver and embed strategic matters by being an active and visible mentor, advisor and coach to executive leaders.

Human capital management

8. Provides overall governance to the Department in formal case management of employee matters.
9. Leads and manages the effective delivery of P&C Business Partnering services in a complex multi-disciplinary organisation and the management of people issues including performance management, implementation of P&C strategies and advisory supports.
10. Leads and manages effective delivery of relevant P&C transactional services including providing comprehensive delivery of all job design, classification, recruitment, and contract management activities across DoT.

11. Provides and applies thought leadership and knowledge of leading edge/contemporary workforce management strategies, tools, frameworks, technologies and solutions to lead the development of organisational workforce management issues to meet present and future workforce needs.
12. Remains abreast of contemporary thinking in workforce management ensuring recognition as a leader in implementing best proactive people solutions.
13. Manages resources (Human, Financial and Physical) and implements continuous improvement strategies to optimise results.

Communication, liaison and relationships

14. Establishes and leverages relationships within and outside the sector, with central bodies and cross jurisdictional counterparts to build an effective network to ensure ready access to contemporary people and business thinking.
15. Builds productive and collaborative partnerships with key stakeholders to influence strategic and tactical HR decisions.
16. Represents the Department on forums, committees and working parties.
17. Develops, monitors and evaluate services to ensure that they are meeting business requirements, and P&C outcomes.

Corporate responsibilities

18. Safeguards compliance with public sector legislation and regulations, and ensures broader legislative frameworks are adhered to in guiding and making decisions affecting people.
19. Exhibits accountability, professional integrity and respect consistent with DoT Values, the Code of Conduct and the public sector Code of Ethics.
20. Actively participates in the Department's performance management process on myJourney and pursues professional development opportunities.
21. Participates in emergency and critical event response management duties as required.
22. Undertakes other duties as required in accordance with P&C strategy, business plans and priorities. |

Work Related Requirements

The following criteria are to be applied within the context of this position, which includes alignment to the Department's values.

Criteria

ESSENTIAL:

1. Significant experience leading and managing the provision of best practice workforce management advice and services, including a broad range of HR Centres of Expertise, HR Consultancy and Business Partnering models in a large, complex, multi-disciplinary organisation.
2. Proven ability to develop and manage strategic partnerships with senior business leaders to identify key business strategies and priorities which will impact on the workforce now and in the future, and direct, lead and deliver innovative and contemporary workforce management strategies, initiatives and plans to achieve key business outcomes.
3. Significant experience leading and managing teams, with the ability to foster a culture of high performance.
4. Highly developed analytical, conceptual and problem solving skills with the ability to anticipate issues and mitigate risks to achieve business results.
5. Demonstrated high level ability to work collaboratively across teams and a large, complex, multi-disciplinary organisation in developing and managing complex business strategy and processes to achieve business outcomes.
6. Demonstrated high level communication skills including the ability to build trust and influence organisational leaders.

DESIRABLE:

1. A relevant tertiary qualification in human resource management or a related field.
2. Professional membership with the Australian HR Institute (AHRI) or other related association.

Reporting Relationships

Managing Director, Band 2 Special Division Non CEOs



Chief People Officer, Level 9



This Position



Manager Employee Relations, Level 7, 1 FTE

Manager Workforce Resourcing and Strategy, Level 7, 1 FTE

People and Culture Business Partner, Level 7, 4 FTE

Allowances/Special Conditions

1. A current national police clearance certificate incorporating criminal and traffic convictions and infringements is required for this position.
2. Occasional travel to and from metropolitan and regional offices may be required.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Chief People Officer
People and Culture